

**WATERSMEET TOWNSHIP
COMMUNITY CENTER AND PAVILION
RENTAL AGREEMENT**

RATES:

**PAVILION - RENTAL FEE: \$150.00
IF CLEANED, \$100.00 WILL BE RETURNED**

**COMMUNITY HALL RENTAL FEE: \$250.00
IF CLEANED, \$200.00 WILL BE RETURNED (revised 4/18/18)**

**GAS GRILL- \$40.00 NONREFUNDABLE FEE
(LARGE AT
PAVILION)**

No keys to the buildings shall be received by a lessee until the Township Office has received the required deposit, proof of insurance, signed agreement, and if alcohol is served, a signed agreement from a deputy of law officer.

The custodian, upon return of the key and clean-up procedure statement, shall check the building to insure that the building has been properly cleaned and there is no damage to the property owned by Watersmeet Township.

The custodian shall then approve the deposit refund and submit to the Clerk for payment.

The Clerk, shall process the deposit refund for payment.

**WATERSMEET TOWNSHIP RENTAL POLICY ADOPTED AT THE 12/21/2016
REGULAR BOARD MEETING.**

THIS POLICY SHALL TAKE EFFECT FOR ALL BOOKINGS AFTER 01/01/2017



Sandra Mansfield
Watersmeet Township Clerk

**WATERSMEET TOWNSHIP
COMMUNITY CENTER AND PAVILION LEASE**

*Revised 12/21/2016

WATERSMEET TOWNSHIP PAVILION/COMMUNITY CENTER LEASE

THIS AGREEMENT; made on the _____ day of _____, 20____ BY AND BETWEEN:
WATERSMEET TOWNSHIP, a Political Subdivision of Gogebic County, Michigan,
LEASES TO: _____
(name of person renting)

Herein, the lessee, the building located in the George R. Peterson Jr. Township Park, on the following terms:

1. RENTAL PERIOD

Beginning (mm/dd/yy) _____ at _____ (time include a.m./p.m.)

Ending (mm/dd/yy) _____ at _____ (time include a.m./p.m.)

PRIVATE EVENT

PUBLIC EVENT

2. SECURITY DEPOSIT:

The Security Deposit shall be paid at the time of the booking.

The Lessee has paid \$ _____ and will receive a refund of \$ _____ upon receipt of the key by Watersmeet Township provided that the building is cleaned and no unreasonable damage has occurred.

3. PROOF OF INSURANCE AND AMOUNT OF RENTAL:

The Lessee shall provide Watersmeet Township with Proof of Insurance, pay the amount of rental and sign this Agreement before a key to the building will be released. Keys will not be released for setup earlier than one day prior to the RENTAL PERIOD.

INSURANCE COMPANY POLICY # _____

4. WATERSMEET TOWNSHIP WILL NOT BE RESPONSIBLE FOR SNOW REMOVAL ON THE WEEKENDS.

5. ALCOHOL:

Alcohol (SHALL) or (SHALL NOT) be served at this function. If alcohol is served, the Lessee shall complete the attached agreement for serving alcohol and return the form to the Township before receiving a key to the building.

6. REASONABLE CARE:

The leased premises and associated personal property shall be returned to Watersmeet Township in as good of condition as when taken by the Lessee.

7. The Lessees shall not be allowed any illegal or hazardous activity to occur at the Watersmeet Township Pavilion while they are using it.

8. Lessee will follow the clean-up procedure and return attached statement with the key.

SIGNATURES:

X

Watersmeet Township Official

X

Lessee

MAIL DEPOSIT REFUND TO:

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP CODE: _____

CONTACT PHONE NUMBER FOR LESSEE:

(REQUIRED) _____

**WATERSMEET TOWNSHIP
AGREEMENT FOR SERVING ALCOHOL AT THE
WATERSMEET TOWNSHIP COMMUNITY CENTER OR PAVILION**

LESSEE: _____

DATE OF FUNCTION: _____ to _____

ALCOHOL WILL BE SERVED BETWEEN THE HOURS OF _____ AND _____.
(start/end times include a.m./p.m.)

THE LESSEE SHALL HAVE A DEPUTY OR LAW OFFICER APPROVE THIS FUNCTION AND SIGN OFF ON THIS FORM WHERE INDICATED BELOW:

NAME OF DEPUTY OR LAW OFFICER: _____

SIGNATURE OF DEPUTY OR LAW OFFICER; _____

IF ALCOHOL IS TO BE SERVED, THIS AGREEMENT MUST BE FILLED OUT AND SIGNED BY A DEPUTY OR LAW OFFICER. THIS AGREEMENT MUST BE RETURNED BEFORE A BUILDING KEY WILL BE RELEASED. THE LESSEE IS RESPONSIBLE FOR PROPER IDENTIFICATION CHECKS ON ALL PEOPLE CONSUMING ALCOHOL. ABSOLUTELY NO UNDERAGE DRINKING WILL BE TOLERATED.

SALE OF ALCOHOL:

IF AN ORGANIZATION IS TO BE SELLING BEER OR ALCOHOL AT THE FUNCTION HELD AT THE WATERSMEET COMMUNITY CENTER OR PAVILION – A COPY OF THE “SPECIAL USE PERMIT/LICENSE FROM THE STATE OF MICHIGAN” MUST BE SUBMITTED TO THE WATERSMEET TOWNSHIP OFFICE BEFORE THE START OF THE EVENT.

**WATERSMEET TOWNSHIP
AGREEMENT FOR SELLING FOOD AT THE
WATERSMEET TOWNSHIP COMMUNITY CENTER OR PAVILION**

LESSEE: _____

DATE OF FUNCTION: _____ to _____

FOOD WILL BE SOLD BETWEEN THE HOURS OF _____ **AND** _____ .
(start/end times include a.m./p.m.)

IF AN ORGANIZATION IS SELLING FOOD AT THE WATERSMEET TOWNSHIP COMMUNITY CENTER OR PAVILION – A COPY OF THE “TEMPORARY FOOD SERVICE PERMIT FROM THE WESTERN UPPER PENINSULA HEALTH DEPARTMENT: MUST BE SUBMITTED TO THE WATERSMEET TOWNSHIP OFFICES BEFORE THE START OF THE EVENT.

**WATERSMEET PAVILION
CLEAN-UP PROCEDURES**

- _____ SWEEP FLOORS (INCLUDING BATHROOMS, KITCHEN, HALLWAYS, MAIN AREA, ETC.)
- _____ REMOVAL OF ALL DECORATIONS, TAPE, STAPLES, ETC.
- _____ EMPTY ALL WASTE BASKETS
- _____ HAUL AWAY ALL WASTE
- _____ CLEAN ALL SINKS AND TOILETS
- _____ RETURN ALL TABLES TO PROPER PLACES (AS YOU FOUND THEM)
- _____ MAKE SURE LIGHTS ARE ALL OFF
- _____ IF KITCHEN IS USED, CLEAN THE KITCHEN AREA
- _____ CLEAN ALL TRASH FROM THE PARKING AREA AND GROUNDS

FAILURE TO DO THE ABOVE WILL RESULT IN THE LOSS OF THE DEPOSIT.

SIGNATURES:

LESSEE: _____

DATE: _____

WATERSMEET TOWNSHIP OFFICIAL: _____

DATE: _____

**WATERSMEET TOWNSHIP
COMMUNITY CENTER
CLEAN-UP PROCEDURES**

- _____ SWEEP AND MOP ALL FLOORS (INCLUDING BATHROOMS, KITCHEN, HALLWAYS, ETC.)
- _____ REMOVE ALL DECORATIONS, TAPE (NO STAPLES ALLOWED)
- _____ EMPTY ALL WASTE BASKETS
- _____ HAUL AWAY ALL WASTE
- _____ CLEAN ALL SINKS AND TOILETS
- _____ RETURN ALL TABLES TO PROPER PLACES (AS YOU FOUND THEM)
- _____ TURN OFF ALL LIGHTS
- _____ CLEAN ALL TRASH FROM THE PARKING AREA AND GROUNDS
- _____ THE COMMUNITY CENTER KITCHEN IS STRICTLY A WARMING KITCHEN. NO FOOD IS TO BE PREPARED IN THE KITCHEN. YOU MAY USE THE OVEN FOR WARMING DISHES AND YOU MAY PLUG IN CROCK-POTS ETC. THE TOWNSHIP DOES NOT SUPPLY DISHES OR UTENSILS FOR COOKING OR SERVING

FAILURE TO DO THE ABOVE WILL RESULT IN THE LOSS OF THE DEPOSIT.

SIGNATURES:

LESSEE: _____

DATE: _____

WATERSMEET TOWNSHIP OFFICIAL: _____

DATE: _____

**WATERSMEET TOWNSHIP
AGREEMENT FOR BORROWING/LEASING OF ADDITIONAL TOWNSHIP
EQUIPMENT/PERSONNEL**

LESSEE: _____

DATE OF FUNCTION: _____ **to** _____

ITEMS BORROWED/LEASED:

SOUND SYSTEM: _____

VIDEO: _____

LIGHTING: _____

SPECIAL FURNITURE: _____

SETUP REQUIRING TOWNSHIP EMPLOYEE HELP: